



**Workers' Compensation Insurance Supervisor II  
(DEPARTMENTAL PROMOTIONAL)  
9399-00109335-30472KP**

Department(s):	State Compensation Insurance Fund
Opening Date:	9/4/15
Closing Date:	Continuous
Type of Recruitment:	Departmental Promotional
Salary:	MONTHLY-RANGED-SALARY - \$5, 110.00 to \$6, 350.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

## INTRODUCTION

This is a Departmental Promotional statewide examination for the State Compensation Insurance Fund.

## EEO

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

## DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

This is a departmental promotional examination for the State Compensation Insurance Fund. Applicants must meet one of the following criteria to participate in this examination:

1. Applicants must have a permanent civil service appointment with the State Compensation Insurance Fund as of **the date of application** in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code Section 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code Section 18992; or

Must be a person retired from the United States military, honorably discharged from active duty with a service-wide connected disability, or honorably discharged from active duty as defined in Government Code Section 18991. (Note: Veterans must provide a copy of their DD214 for entrance requirement.)

Once you have taken the examination, you may not reapply for twelve (12) months.

## FILING INSTRUCTIONS

**Final File Date:** Continuous

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp). Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

Once a competitor submits their application via State Fund's Jobs Online, they will receive an e-mail containing a confirmation number.

**FAXED OR E-MAILED STANDARD STATE APPLICATIONS (STD 678) WILL NOT BE ACCEPTED.**

## SPECIAL TESTING ARRANGEMENTS

If a competitor has a disability and needs special testing arrangements, they should mark "yes" on Question #2 on the Examination and/or Employment Application form. They will then be required to fill out the attached Special Testing Arrangements Questionnaire and upload their responses prior to submitting their application.

## ELIGIBLE LIST INFORMATION

A PROMOTIONAL, MERGED eligible list will be established for the State Compensation Insurance Fund. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of the test date. **Competitor's eligibility expires twelve (12) months after it is established.** Competitors must then retake the exam to reestablish eligibility. **See preview document for additional information.**

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** It is the competitor's responsibility to make sure they meet the experience requirements stated on this announcement on the date they submit their application.

## MINIMUM QUALIFICATIONS

### EITHER I

One year of experience in the California state service performing duties in a class with a level of responsibility not less than that of a Workers' Compensation Insurance Supervisor I; or a Workers' Compensation Insurance Representative, Range C; or a Workers' Compensation Claims Adjuster, Range C; or a Senior Workers' Compensation Payroll Auditor. (Applicants at the Workers' Compensation Insurance Supervisor I; or Workers' Compensation Claims Adjuster, Range C; or Workers' Compensation Insurance Representative, Range C; or Senior Workers' Compensation Payroll Auditor level, who have completed nine months of the required experience, will be admitted to the examination but must complete the required experience before they will be eligible for appointment.)

### Or II

Four years of experience in professional workers' compensation broker, loss control, underwriting, claims adjustment, vocational rehabilitation, claims field investigation, payroll auditing, or administrative support services. One year of the required experience must have been in a supervisory or managerial capacity. (Experience in the California state service applied toward this pattern must include at least one year of experience performing the duties of a class with a level of responsibility equivalent to that of a Workers' Compensation Insurance Supervisor I, or a Senior Workers' Compensation Insurance Representative, or a Senior Workers' Compensation Claims Adjuster, or two years of experience equivalent to that of a Workers' Compensation Claims Adjuster, Range C; or a Workers' Compensation Insurance Representative, Range C; or a Senior Workers' Compensation Payroll Auditor.)

## POSITION DESCRIPTION

The Workers' Compensation Insurance Supervisor II is typically the first-or second-level supervisor of units performing work allocated to the Workers' Compensation Payroll Auditor, Senior Workers' Compensation Payroll Auditor, Workers' Compensation Insurance Representative, Senior Workers' Compensation Insurance Representative, Workers' Compensation Claims Adjuster, or Senior Workers' Compensation Claims Adjuster classes.

## EXAMINATION INFORMATION

### WRITTEN - WEIGHTED 100.00%

The examination will consist of an online multiple choice test weighted 100%. This examination is available online 24 hours a

day/7 days a week. If you experience any technical difficulties or leave the examination for any reason, you may log back in to continue as long as you are still within your time allotment of 2.5 hours from your start time.

You will not be given additional time for completion therefore it is recommended that you take this examination when you can give it your full attention.

In order to obtain list eligibility, a minimum score of 70% must be attained. **See preview document for additional examination information.**

**Online Multiple Choice Examination Information Preview Document:** [Click Here](#)

## EXAMINATION SCOPE

### Knowledge of:

1. Workers' Compensation insurance principles and practices
2. General management principles and practices
3. Human resource management and supervision
4. State Fund financial and business policies and procedures

### Ability to:

1. Plan, organize, and direct the work of subordinate staff
2. Establish and maintain harmonious and effective working relationships
3. Achieve results in terms of planned objectives
4. Analyze situations and adopt an effective course of action
5. Communicate effectively

## BROWSER/SYSTEM REQUIREMENTS

**State Fund's Jobs Online application supports the following browsers:**

Internet Explorer 7 (or newer)  
Google Chrome 35.0.1916.153  
Mozilla Firefox 17.0.1

**It is not recommended that you complete this examination with a smartphone or tablet as it was not designed to be compatible for mobile devices.**

**Disclaimer:** State Compensation Insurance Fund is only responsible for issues within our own system. Competitors experiencing technical difficulties within their own system/equipment (computer crash, browser timeout, internet issues, etc.) will NOT be given the opportunity to start the examination again.

However, if you do experience any of the technical difficulties listed above or leave the examination for any reason, you may log back in to continue as long as you are still within your time allotment of 2.5 hours from your start time.

## VETERANS PREFERENCE

Veterans' Preference **will not** be granted in the examination.

## CAREER CREDITS

Career Credits do not apply and **will not** be added to the final score of this examination.

## CONTACT INFORMATION

State Compensation Insurance Fund • Human Resources • Phone: 1.800.499.8668

For more information regarding this examination, visit [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp)

## DISCLAIMER

Please click on the link below to review the official California Department of Human Resources class specification:  
<http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx>.

## GENERAL INFORMATION

**Where to Apply:** A Standard State Application (STD 678) is required for this examination and can be submitted via the State Fund Jobs Online feature at [www.statefundca.com/careers/currentexams.asp](http://www.statefundca.com/careers/currentexams.asp). Competitors must register for a State Fund Jobs Online login and password in order to complete and submit the required Standard State Application (STD 678).

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All competitors who pass will be ranked according to their scores.

**State Compensation Insurance Fund** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Test Scores:** All test scores will be subject to verification by retesting in a controlled (proctored) environment using a condensed version (conformity test) of this examination.

Any discovered or suspected cheating will result in immediate disqualification.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Promotional Examinations only:** Competition is limited to employees who have a permanent civil services appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2 State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel office, at the California Department of Human Resources office, or [www.jobs.ca.gov](http://www.jobs.ca.gov)

## STATE COMPENSATION INSURANCE FUND OFFICES

**Bakersfield**  
9801 Camino Media  
Bakersfield, CA 93311-1303

**Chatsworth**  
9419 Mason Avenue  
Chatsworth, CA 91311-5204

**Eureka**  
2440 Sixth Street  
Eureka CA 95501-0788

**Fresno**  
10 River Park Place East  
Fresno, CA 93720-1531

**Greater Bay Area/Pleasanton**  
5880 Owens Drive  
Pleasanton, CA 94588-3900

**Monterey Park**  
900 Corporate Center Drive  
Monterey Park, CA 91754-7618

**Redding**  
2175 Shasta View Drive  
Redding, CA 96003-8296

**Riverside**  
6301 Day Street  
Riverside, CA 92507-0902

**Rohnert Park**  
5900 State Farm Drive, Suite 200  
Rohnert Park, CA 94928-2122

**Sacramento Regional Office**  
2275 Gateway Oaks Drive  
Sacramento, CA 95833-3255

**San Francisco**  
333 Bush Street  
San Francisco CA 94104

**Santa Ana**  
1750 East Fourth Street  
Santa Ana, CA 92705-3929

**Stockton**  
3247 West March Lane  
Stockton CA 95219-2351

**Vacaville**  
1020 Vaquero Circle  
Vacaville, CA 95688-8804

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## Contact Information for California Department of Human Resources

**Attn: Examination Services**  
**1515 S Street, North Building, Ste 400**  
**Sacramento, CA 94244-2010**  
**(866) 844-8671**

**California Relay (Telephone) 1 (800-735-2929; (TTY) 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.**